DYMO

User Guide

LabelManager® 420P

www.dymo.com

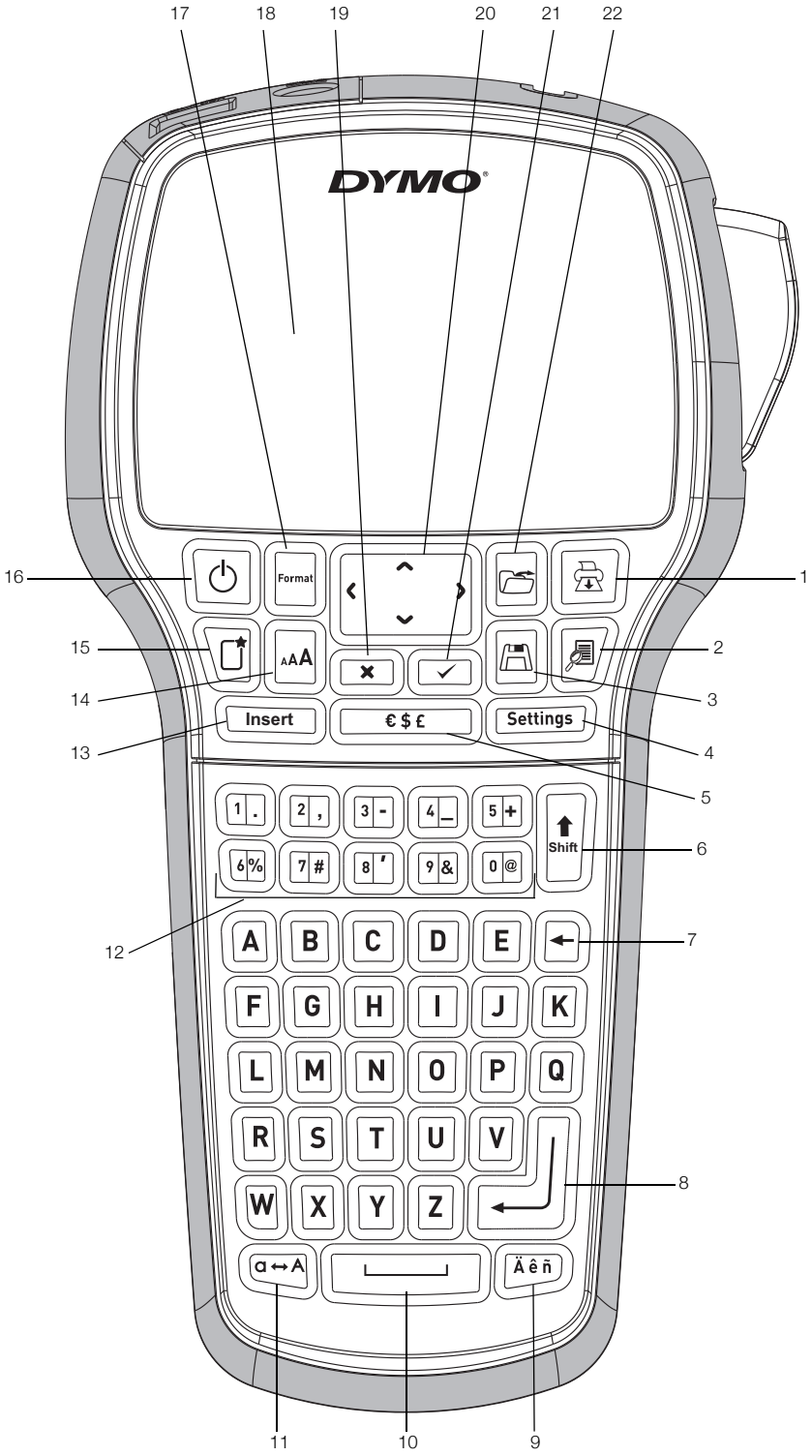

Figure 1DYMO LabelManager 420P label maker

1	Print	**9**	Accented characters	**17**	Format
2	Preview	**10**	Space bar	**18**	LCD display
3	Save	**11**	Caps	**19**	Cancel
4	Settings	**12**	Numeric keys	**20**	Navigation
5	Symbols	**13**	Insert	**21**	OK
6	Shift	**14**	Font Size	**22**	Open
7	Backspace	**15**	New label/Clear		
8	Return	**16**	On/Off		

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About Your New Label Maker

With the DYMO® LabelManager 420P electronic label maker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different fonts, font sizes, and styles. The label maker uses DYMO D1 label cassettes in widths of 6 mm (1/4"), 9 mm (3/8"), 12 mm (1/2"), or 19 mm (3/4"). These label cassettes are available in a wide range of colors.

Visit **www.dymo.com** for information on obtaining labels and accessories for your label maker.

Product Registration

Visit **www.dymo.com/register** to register your label maker online.

Getting Started

Follow the instructions in this section to print your first label.

Connecting the Power

The label maker is powered by a rechargeable, Lithium-ion battery pack. To save power, the label maker automatically turns off after ten minutes of inactivity.

Inserting the Battery

The battery pack included with your label maker comes partially charged.

To insert the battery

1. Slide the battery compartment cover away from the label maker. See Figure 2.

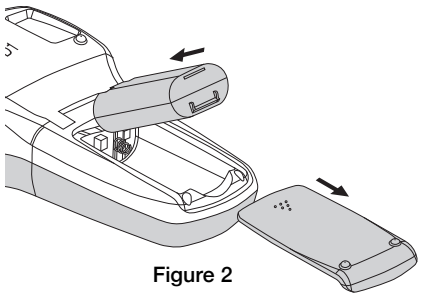


Figure 2

2. Insert the battery pack into the battery compartment.
3. Replace the battery compartment cover.

(!) Remove the battery pack if the label maker will not be used for a long period of time.

Recharging the Battery

A charging adapter is included with your label maker for recharging the battery pack.

(!) The charging adapter is only used for recharging the battery pack; the charging adapter cannot be used to power the label maker.

To recharge the battery

1. Plug the charging adapter into the power connector on the top of the label maker.
2. Plug the other end of the charging adapter into a power outlet.

Inserting the Label Cassette

Your label maker uses DYMO D1 label cassettes. Visit **www.dymo.com** for information about purchasing additional label cassettes.

To insert the label cassette

1. Lift the label cassette cover to open the label compartment. See Figure 3.

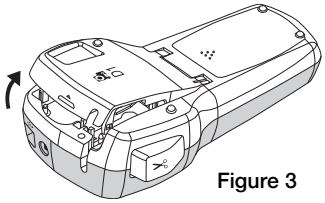


Figure 3

2. Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the label guides. See Figure 4.

   If necessary, turn the ribbon rewind spool clockwise to tighten the ribbon.

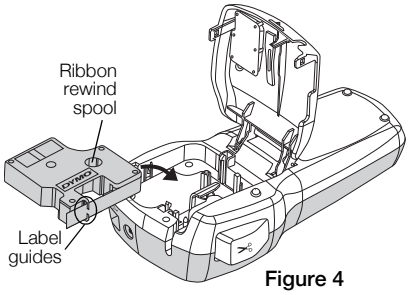


Figure 4

3. Insert the cassette and press firmly until the cassette clicks into place. See Figure 5.

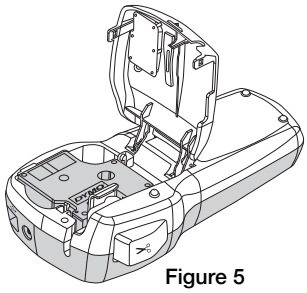


Figure 5

4. Close the label cassette cover.

Using the Label Maker for the First Time

The first time you turn on the power, you are asked to select the language, units of measure, and label width. These selections remain set until you change them.

You can change these selections using the Settings key.

To set up the label maker

1. Press ⏻ to turn on the power.
2. Select the language and press ✓.
3. Select inches or mm and press ✓.
4. Select the width of the label cassette currently in the label maker and press ✓.

You are now ready to print your first label.

To print a label

1. Enter text to create a simple label.
2. Press .
3. Press the cutter button to cut the label.
4. Remove the paper backing from the label to expose the adhesive, and then attach the label.

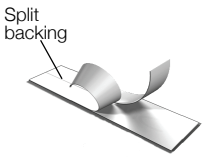


Figure 6

Getting to Know the Label Maker

Become familiar with the location of the feature and function keys on your label maker. Refer to Figure 1. The following sections describe each feature in detail.

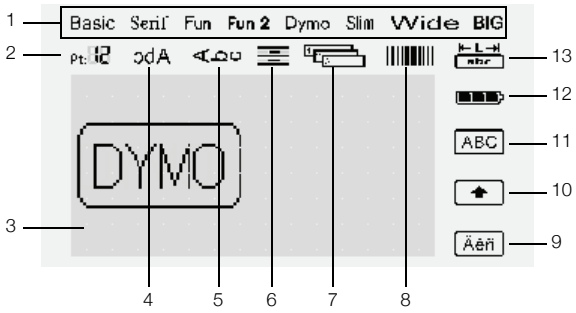
Power

The button turns the power on and off. After ten minutes of inactivity, the power is switched off automatically. When the printer turns off, the last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

LCD Display

The display can show four lines of text at a time. The number of characters displayed on each line will vary due to proportional spacing.

With DYMO's exclusive graphical display, most of the formatting you add is visible instantly.



Feature indicators along the top and right of the LCD display appear black to let you know when a feature is selected.

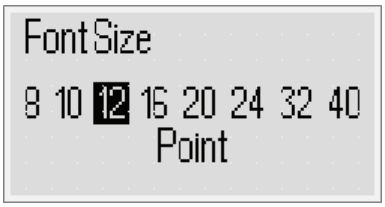
1. Font
2. Font size
3. Edit area
4. Mirror text
5. Vertical text
6. Text alignment
7. Auto-numbering
8. Barcode
9. Accented character
10. Shift
11. Uppercase
12. Battery
13. Fixed label length

Format

The key displays the Font, Font Size, Style, Borders, Mirror, Vertical, Alignment, and Label Length submenus. These formatting features are described later in this User Guide.

Font Size

The key displays the Font Size menu. This formatting feature is described later in this User Guide.



Insert

The key allows you to insert symbols, clip art, barcodes, auto-numbering, the date and time, or saved text on your label. These features are described later in this User Guide.

Settings

The key displays the language, units of measure, label width, and date/time submenus.

CAPS Mode

The key toggles capitalization on or off. When Caps mode is on, the Uppercase indicator is shown on the display and all letters that you enter are capitalized. When Caps mode is off, all letters appear in lowercase. The default setting is Caps mode on.

Shift

The key is used to select a symbol printed on a numeric key. For example, when you press , the number 8 appears in the display; however, if you press and then , an apostrophe (') appears in the display.

You can also use the key to toggle Caps mode on or off for a single alpha character.

Backspace

The key removes the character to the left of the cursor. You can also use the key to exit from a menu without making a selection.

New Label/Clear

The key gives you a choice to clear all label text, just the text formatting, or both.

Navigation Keys

You can review and edit your label using the left, right, up and down navigation keys. You can also navigate through menu selections using the navigation keys, and then press to make a selection.

Cancel

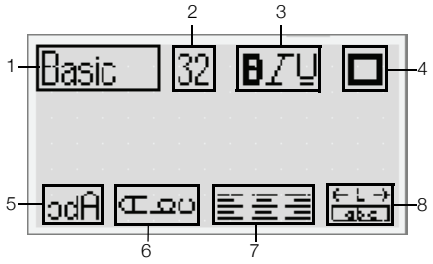
The key allows you to exit from a menu without making a selection or to cancel an action.

Preview

The key displays a preview of your label layout. The preview shows how the text will print on the label, and the label length.

Formatting Your Label

You can choose from several format options to enhance the appearance of your labels.



1	Font type	**5**	Mirror
2	Font size	**6**	Vertical text
3	Font style	**7**	Alignment
4	Borders	**8**	Label length

To adjust the formatting

1. Press Format.
2. Use the navigation keys to select the formatting option to change and press OK.
3. Select the option to apply to your label and press OK.

Font Type

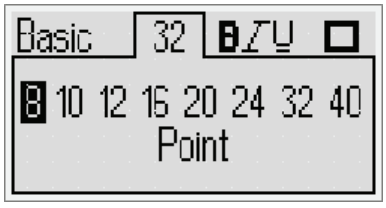
Eight font types are available for your labels:

Basic **Fun2** Wide
Serif Dymo BIG
Fun Slim

- Use the up and down navigation keys to select the font type.

Font Size

Eight font sizes are available for your labels:



The font sizes available depend on the label width you have selected. The font size applies to all characters on a label.

Label Width	Font Size Available
6 mm (1/4")	8, 10, 12 point
9 mm (3/8")	8, 10, 12, 16, 20 point
12 mm (1/2")	8, 10, 12, 16, 20, 24 point
19 mm (3/4")	8, 10, 12, 16, 20, 24, 32, 40 point

- Use the left and right navigation keys to select the font size.

You can also quickly access the Font Size menu using the Font Size shortcut key, AA.

Font Styles

You can choose from 12 different font styles:

AaBb	Normal
AaBb	Bold
AaBb	Italic
AaBb	Outline
AaBb	Shadow
AaBb	Italic + Bold
AaBb	Normal + Underline
AaBb	Bold + Underline
AaBb	Italic + Underline
AaBb	Outline + Underline
AaBb	Shadow + Underline
AaBb	Italic + Bold + Underline

- Use the up and down navigation keys to select the font style.

When using underline on multi-line labels, each line is underlined.

Adding Borders

You can highlight your text by choosing a border.

ABC 123	Square	ABC 123	Parchment
ABC 123	Rounded	ABC 123	Call Out
ABC 123	Edged	ABC 123	Flowers
ABC 123	Pointed	ABC 123	Banner

- Use the up and down navigation keys to select the border.

When using borders on multi-line labels, all lines are enclosed in a single border.

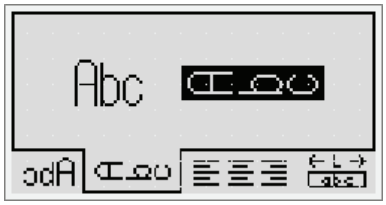
Using Mirror Text

The mirror format allows you to print text which reads from right to left, as you would see the text in a mirror.

- Use the left and right navigation keys to select the mirror format.

Vertical Text

You can print labels with the text running vertically. Labels with multiple lines of text will print as multiple columns of text.



- Use the left and right navigation keys to select the vertical format.

When using vertical text with an underline style, the underline will not print.

Aligning the Text

You can align the text to print left or right justified on the label. The default alignment is centered.

- Use the left and right navigation keys to select the text alignment.

Creating Fixed-Length Labels

Normally, the length of the label is determined by the length of the text. However, you can choose to set the length of the label for a specific application. You can choose a fixed length label up to 400 mm (15") long.

To set a fixed length

1. Use the up and down navigation keys to select the fixed option.

2. Use the up and down navigation keys to select the label length.

Any text that does not fit within the fixed length appears shaded in the display.

Creating Multi-Line Labels

You can print a maximum of four lines on a label.

The number of lines you can print on a label depends on the label width you have selected.

Label Width	Maximum Number of Lines
6 mm (1/4")	1 line
9 mm (3/8")	2 lines
12 mm (1/2")	3 lines
19 mm (3/4")	4 lines

To create a multi-line label

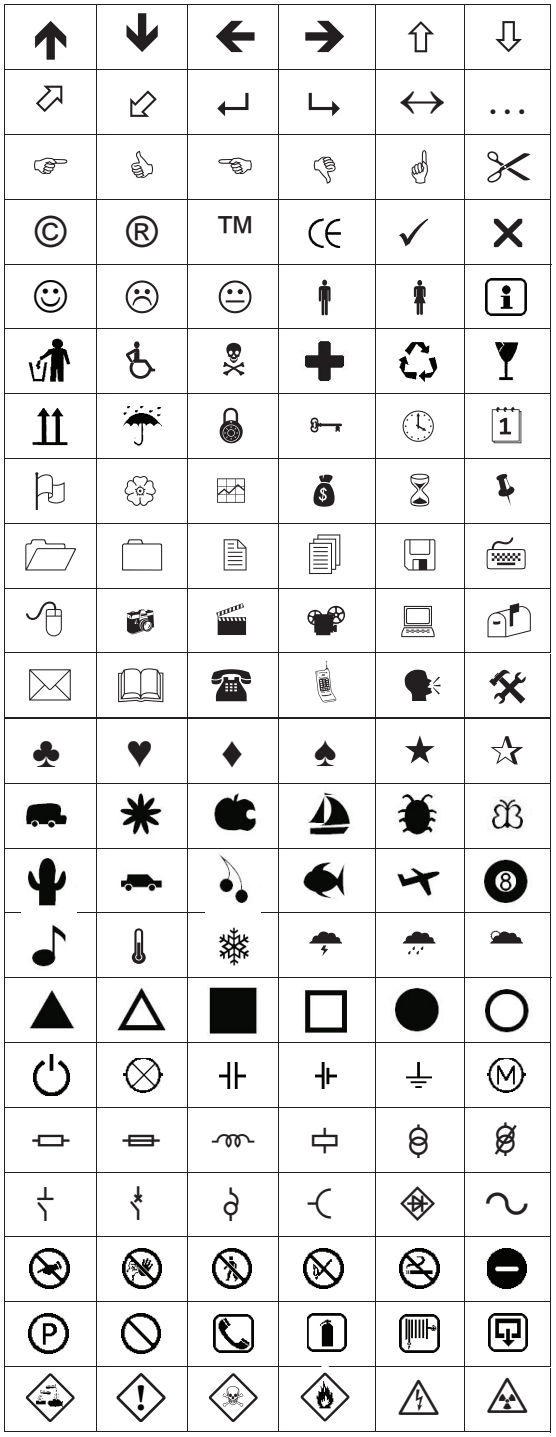
1. Type the text for the first line and press .
2. Type the text for each additional line and press after each line of text.
3. Press to print.

Using Clip Art, Symbols, and Special Characters

Clip art, symbols, punctuation, and other special characters can be added to your labels.

Adding Clip Art

The label maker includes the clip art shown below.



To insert clip art

1. Press Insert, select **Clip art**, and then press ✓.
2. Use the up and down or left and right navigation keys to select the desired clip art.
3. When you locate the clip art, press ✓ to add the clip art to your label.

Adding Symbols

The label maker supports the extended symbol set shown below.

'	"	,	.	;	’
:	/	\	|	&	@
!	¡	?	¿	_	•
(	)	{	}	[	]
€	£	$	¢	¥	#
+	-	*	÷	√	^
~	≈	=	≠	±	<
>	≤	≥	%	‰	°
0	1	2	3	4	5
6	7	8	9		
₀	¹	²	³	4	5
6	7	8	9		
⅓	⅔	⅛	⅝	⅞	¼
½	¾	⅜	§	¶	
α	β	γ	δ	ε	ζ
η	θ	ι	κ	λ	μ
ν	ξ	ο	π	ρ	σ
τ	υ	φ	χ	ψ	ω
A	B	Γ	Δ	E	Z
H	Θ	I	K	Λ	M
N	Ξ	O	Π	P	Σ
T	Y	Φ	X	Ψ	Ω
а	б	в	г	д	е
ё	ж	з	и	й	К
л	м	н	о	п	р
с	т	у	ф	х	Ц
ч	ш	щ	ъ	ы	Ь
э	ю	я			
А	Б	В	Г	Д	Е
Ё	Ж	З	И	Й	К
Л	М	Н	О	П	Р
С	Т	У	Ф	Х	Ц
Ч	Ш	Щ	Ъ	Ы	Ь
Э	Ю	Я			

To insert a symbol

1. Press Insert, select **Symbols**, and then press ✓.
2. Use the up and down or left and right navigation keys to select the desired symbol.
3. When you locate the symbol, press ✓ to add the symbol to your label.

(!) You can also quickly add a symbol using the Symbol key, €$£.

Adding International Characters

The label maker supports the extended Latin character set.

After pressing the Accent key, (Aa), pressing a letter brings up a menu containing all the available variations of that letter.

For example, if French is selected as the language and you press the Accent key and then the letter **a**, you will see **a à â æ** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected.

To add accented characters

1. Press (Aa).

   The accented character indicator is shown on the display.
2. Press an alpha character.

   The accent variations are displayed.
3. Use the left and right navigation keys to select the character you want and press (OK).

(!) You can also access the accent variations for a letter by pressing and briefly holding the corresponding alpha key.

Using the Date/Time Stamp

You can insert the current date and time on your label. The date and time format depends on the format you have selected in the label maker settings.

Setting the Date and Time

Before inserting the date and time on your label, you must set the date and time in the label maker settings.

To set the date and time

1. Press (Settings), select , and then press (OK).
2. Select **Set date and time**, and then press (OK).
3. Use the navigation keys to set the month, day, and year and then press (OK).
4. Use the navigation keys to set the hour and minutes, and then press (OK).

Setting the Date and Time Format

You can set the format to use when adding the date and time to your label.

To set the date and time format

1. Press (Settings), select , and then press (OK).
2. Select **Date and time format**, and then press (OK).
3. Select the desired date/time format, and then press (OK).

Adding the Date and Time

You can insert the current date and time on your label. Optionally, you can add text before and after the date and time.

To add the date/time stamp

- Press (Insert), select **Date/Time**, and then press (OK).

  The date/time stamp is inserted in the current label.

Using Auto-Numbering

You can print a series of up to 10 labels at a time using auto-numbering.

Adding Auto-Numbering

You can add numeric, uppercase, or lowercase auto-numbering to your label. Optionally, you can add text before and after the auto-numbering.

To add auto-numbering

1. Press (Insert), select **Auto-numbering**, and press (OK).
2. Select the auto-numbering type to use, and press (OK).
3. Select the start value for the auto-numbering, and press (OK).
4. Select the end value for the auto-numbering, and press (OK).
5. Press (Print) to print the series of labels.

Deleting Auto-Numbering

Auto-numbering is entered on the label as one character.

To delete auto-numbering

1. Place the cursor at the end of the auto-numbering text on the display.
2. Press (Backspace).

Using Barcodes

You can use your label maker to print the following types of barcodes:

EAN 8	UPC-E
EAN 13	Code 39
UPC-A	Code 128

You can only print a barcode on 19 mm (3/4") wide labels. You can choose whether or not to print the human-readable text and you can choose to print the human-readable text either underneath or above the barcode. Optionally, you can add text before and after the barcode.

(!) Barcodes cannot be used on multi-line labels or labels with vertical or mirror text formatting.

Adding a Barcode

The barcode text appears on the label in the display just like any other text. However, if the cursor is positioned within the barcode text, the barcode indicator is shown on the display.

To add a barcode

1. Press (Insert), select **Barcode**, and then press (OK).
2. Select the barcode type, and then press (OK).
3. Enter the text for the barcode within the barcode on the display, and then press (OK).
4. Select how to print the human-readable text, and then press (OK).

Editing a Barcode

You can edit the text for an existing barcode.

To edit a barcode

1. Move the cursor anywhere within the barcode text.
   The barcode indicator is shown on the display.
2. Enter any character.
   The barcode edit screen is displayed.
3. Edit the barcode text and press OK.

Deleting a Barcode

A barcode is entered on the label as one character.

To delete a barcode

1. Place the cursor at the end of the barcode text on the display.
2. Press ←.

Using the Label Maker Memory

The label maker has a powerful memory feature that allows you to save the text of up to nine frequently-used labels. You can recall saved labels and you can insert saved text into a label.

Saving a Label

You can save up to nine frequently-used labels. When you save a label, the text and all formatting are saved.

To save the current label

1. Press Memory.
   The first available memory location is displayed.
2. Use the navigation keys to move through the locations.
   You can store a new label in any of the memory locations.
3. Select a memory location and press OK.
   Your label is saved and you are returned to the label.

Opening Saved Labels

You can easily open labels saved in memory to use at a later time.

To open saved labels

1. Press Memory. The first memory location is displayed.
2. Use the navigation keys to select a label to open and press OK.

Inserting Saved Text

You can insert the text of a saved label into the current label. Only the saved text is inserted, not the formatting.

To insert saved text

1. Position the cursor at the location in the label where you want to insert the text.
2. Press Insert, select **Saved Text**, and press OK.
   The first memory location is displayed.
3. Use the navigation keys to select the text you want to insert.
4. Press OK.
   The text is inserted in the current label.

Caring for Your Label Maker

Your label maker is designed to give you long and trouble-free service, while requiring very little maintenance. Clean your label maker from time to time to keep it working properly. Clean the cutter blade each time you replace the label cassette.

To clean the cutter blade

1. Remove the label cassette.
2. Press and hold the cutter button to expose the cutter blade. See Figure 7.

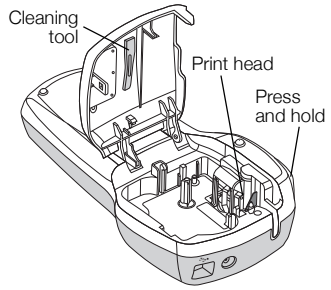


Figure 7

3. Use a cotton ball and alcohol to clean both sides of the blade.

To clean the print head

1. Remove the label cassette.
2. Remove the cleaning tool from inside the label compartment cover.
3. Gently wipe the padded side of the tool across the print head. See Figure 7.

Using Your Label Maker with Your Computer

Your label maker can be used as a standalone label printer or you can print labels from your computer using the built-in software or DYMO Label v.8 software.

Connecting the Label Maker to your Computer

The label maker connects to your computer using the USB connection located on the top of the label maker.

To connect the label maker to your computer

1. Plug the USB cable into the USB port on the top of the label maker. See Figure 8.

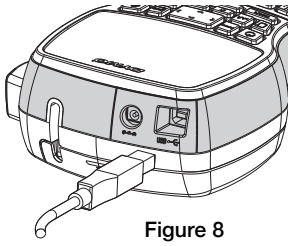


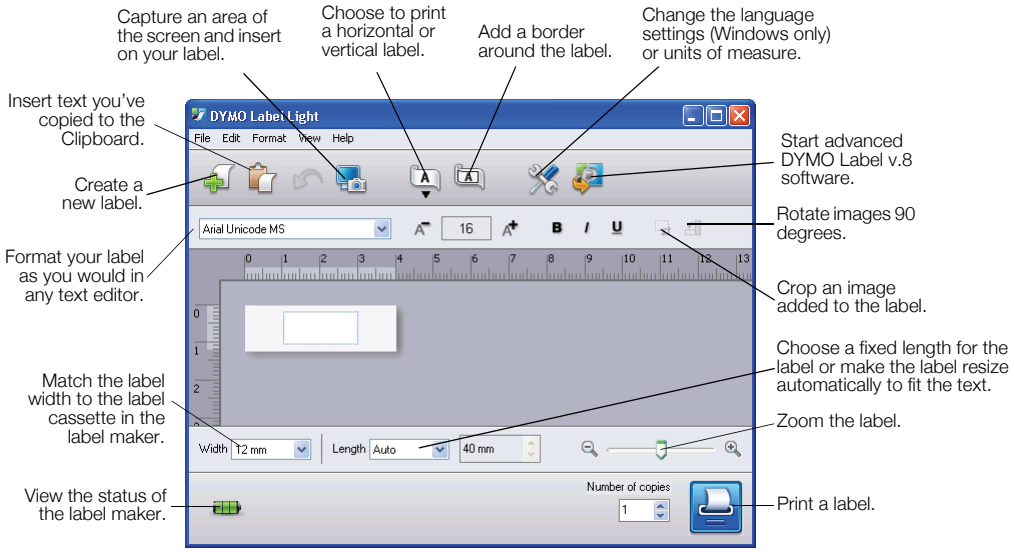
Figure 8

2. Plug the other end of the USB cable into an available USB port on your computer.

About the Built-In Software

The built-in software resides on the label maker. You do not need to install additional software or drivers to use the label maker with your computer.

The following figure shows some of the features available in the software.

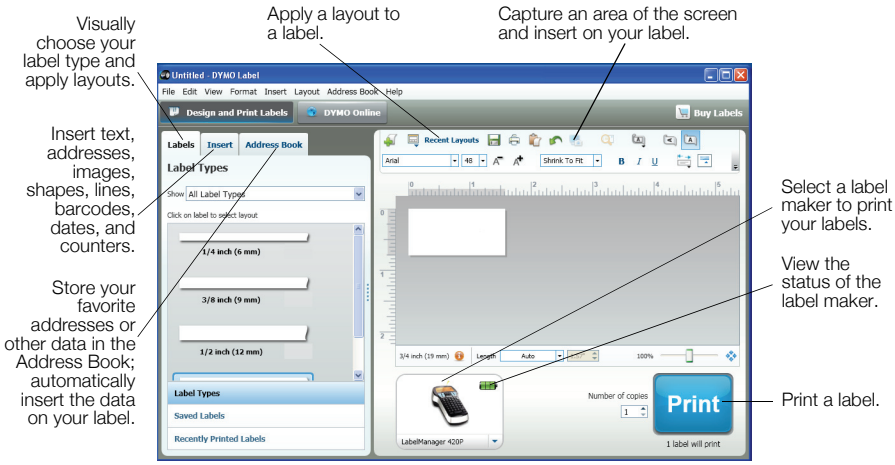

Capture an area of the screen and insert on your label.
Choose to print a horizontal or vertical label.
Add a border around the label.
Change the language settings (Windows only) or units of measure.
Insert text you've copied to the Clipboard.
Create a new label.
Format your label as you would in any text editor.
Match the label width to the label cassette in the label maker.
View the status of the label maker.
Start advanced DYMO Label v.8 software.
Rotate images 90 degrees.
Crop an image added to the label.
Choose a fixed length for the label or make the label resize automatically to fit the text.
Zoom the label.
Print a label.
DYMO Label Light
File Edit Format View Help
Arial Unicode MS
16
Width 12 mm
Length Auto
40 mm
Number of copies
1

Refer to the *LabelManager 420P Quick Start Guide* for information about starting and using the built-in software.

About the DYMO Label™ v.8 Software

To take advantage of more advanced formatting features, download and install DYMO Label™ v.8 software from the DYMO Web site at **www.dymo.com**.

The following figure shows some of the major features available in DYMO Label v.8.


Visually choose your label type and apply layouts.
Apply a layout to a label.
Capture an area of the screen and insert on your label.
Insert text, addresses, images, shapes, lines, barcodes, dates, and counters.
Store your favorite addresses or other data in the Address Book; automatically insert the data on your label.
Select a label maker to print your labels.
View the status of the label maker.
Print a label.
Untitled - DYMO Label
File Edit View Format Insert Layout Address Book Help
Design and Print Labels
DYMO Online
Buy Labels
Labels
Insert
Address Book
Label Types
Show All Label Types
Click on label to select layout
1/4 inch (6 mm)
3/8 inch (9 mm)
1/2 inch (12 mm)
Label Types
Saved Labels
Recently Printed Labels
Recent Layouts
Shrink To Fit
Number of copies
Print
LabelManager 420P
1 label will print

For complete details on installing and using the DYMO Label v.8 software, refer to the *LabelManager 420P Quick Start Guide* and the DYMO Label online Help.

Label Maker Status

The label maker status is displayed in the software window. The following table describes the possible states of the label maker.

	Label maker is connected and battery is charging
	Label maker is connected and battery is not charging
	Label maker is not connected or is turned off
	Label maker is connected and there is a problem with the battery

Troubleshooting

Review the following possible solutions if you encounter a problem while using your label maker.

Problem/Error Message	Solution
No display	• Ensure the label maker is turned on. • Attach the charging adapter to the label maker to recharge the battery pack. See **"Recharging the Battery"**.
Poor Print Quality	• Attach the charging adapter to the label maker to recharge the battery pack. See **"Recharging the Battery"**. • Clean the print head. • Ensure the label cassette is installed properly. • Replace the label cassette.
Poor Cutter Performance	Clean the cutter blade. See **"Caring for Your Label Maker"**.
Printing...	No action required. Message disappears when printing is finished.
Too many characters Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
Too many lines Exceeded maximum number of lines.	• Delete lines to fit on the label width. • Insert a wider label cassette.
Barcode not allowed Barcodes can only be printed on 19 mm wide labels.	• Replace the label cartridge. • Change the label width.
Charge Battery! Battery pack almost discharged.	Attach the charging adapter to the label maker to recharge the battery pack. See **"Recharging the Battery"**.
Battery too low! Battery pack not inserted properly or damaged.	• Ensure the battery pack is inserted correctly. See **"Inserting the Battery"**. • Replace the battery pack.
Wait - Battery Charging	Allow the battery pack to recharge before unplugging the label maker.
Tape Jam Motor is stalled due to label jam.	• Remove jammed label; replace label cassette. • Clean cutter blade.

If you still need assistance, visit the DYMO Web site at **www.dymo.com**.

Documentation Feedback

We are constantly working to produce the highest quality documentation for our products. We welcome your feedback.

Send us your comments or suggestions about our user guides. Please include the following information with your feedback:

- Product name, model number, and User Guide page number
- Brief description of instructions that are inaccurate or unclear, areas where more detail is needed, and so on

We also welcome your suggestions about additional topics you would like to see covered in the documentation.

Send email messages to: **documentation@dymo.com**

Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Support.

Environmental Information

The equipment that you have bought requires the extraction and use of natural resources for its production. It may contain substances that are hazardous to health and the environment.

In order to avoid the dissemination of those substances in our environment, and to diminish the pressure on natural resources, we encourage you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials of your end-of-life equipment in an environmentally sound way.

The crossed-bin symbol marked on your device indicates you should use these systems.

If you need more information on the collection, reuse, and recycling of this product, please contact your local or regional waste administration.

You can also contact DYMO for more information on the environmental performance of our products.